

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: November 10, 2004
SUBJECT: Approval of New Classified Position—Special Programs Assistant

Dr. Lisa Waits, Vice President, Student Services, recommends approval of a new Classified, Categorically-funded position—Special Programs Assistant.

This position will coordinate the activities and maintain information associated with the EOPS/CARE/CalWORKS programs.

This position has been negotiated with the appropriate bargaining unit.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees approve the new, full-time, Classified, Categorically-funded position—Special Programs Assistant, effective November 10, 2004.

DT/LKE:di/08-11-04 Special Programs Assistant